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SEP 21 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : OCD T/O Changes

1. OCD has requested (Tab A) T/O change authorization resulting from progress made in converting over to their microfilm program. The proposed reorganization, which has been reviewed and followed closely by the Management Staff for several months, is limited to OCD.

2. While complete conversion to the new microfilm process is some time distant, it is estimated that the equivalent of four persons has already been made available for other OCD assignments.

3. The proposal requires no budgetary or ceiling increases.

4. The Office of Personnel has proposed grade variations as set forth in Tab B and OCD has concurred in this classification action.

5. It is recommended that you approve the T/O proposed in Tab B.


Asst. Management Officer
(DD/I Area)

25X1A9a

Attachments

Tab A
Tab B

APPROVED

SEP 21 1954

Date:

25X1A9a


Chief, Management Staff

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(Admin)
1 - Comptroller

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